

CNET FORM 1560/3 (Rev.4.87)

1. Print legibly.
2. Enter completed hours daily.
3. Have work center supervisor or leading petty officer verify hours at the end of each week.
4. Keep this record in your Work Center Experience Log (in a three-ring binder).

IMPORTANT: See "NOTE" on reverse side before making any entries.

[illegible][illegible][illegible]

WEEK OF	DATE FROM:			DATE TO:			SIGNATURE & TITLE OF SUPERVISOR OR LEADING PETTY OFFICER													
DAY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	TOTAL HOURS
SUN																				
MON																				
TUES																				
WED																				
THUR																				
FRI																				
SAT																				
TOTAL HOURS																				

WEEK OF	DATE FROM:			DATE TO:			SIGNATURE & TITLE OF SUPERVISOR OR LEADING PETTY OFFICER													
DAY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	TOTAL HOURS
SUN																				
MON																				
TUES																				
WED																				
THUR																				
FRI																				
SAT																				
TOTAL HOURS																				

Combine "Total Hours" columns for this 4/5 week period and enter below:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S

COMMENTS:

NOTE: Before verifying hours worked, SIGNING OFFICIAL should be acquainted with apprentice's Work Processes Schedule. Hours spent on military duties, in school, as a superviosr, at meals, etc., DO NOT COUNT as experience. Eight hours is considered a normal workday. If longer hours are logged, superivsr must state the circumstances in the "Comments" section. Hours must be logged in full or half-hour increments only (i.e., 1 or 1.5).

SIGNATURE OF DIVISION OFFICER/DEPARTMENT HEAD:

RANK:

DATE: